

ANNEX Y SPONSORSHIP TO JRTC & FORT POLK STANDING OPERATING PROCEDURES

1. Sponsorship is designed to address the needs of incoming soldiers and family members as well as sustain those needs throughout their assignment in the JRTC & Fort Polk. **Sponsorship is a command responsibility.** This guidance specifically addresses Unit Ministry Teams (UMT) and their sponsorship of new Chaplains and Chaplain Assistants assigned to the JRTC & Fort Polk. It is **not** a substitute for the Commander's sponsorship program. This guidance is to help new Chaplains and Chaplain Assistants integrate into the JRTC & Fort Polk Unit Ministry Team channels.
2. Sponsorship of Chaplains and Chaplain Assistants begins upon notification that they are inbound to the JRTC & Fort Polk and includes family members whether they travel concurrently or deferred. The Installation Staff Chaplain's intent is to establish a relationship before a soldier arrives and for the sponsor to better prepare for the newcomer's arrival by gathering information in advance. UMT sponsors will work in conjunction with the unit to ensure a smooth and professional arrival to the JRTC & Fort Polk.
3. All UMT sponsors will provide a weekly update to the Installation Staff Chaplain or UMT NCOIC one (1) month before arrival and one (1) month after arrival. An interview with the Installation Chaplain and UMT NCOIC will be scheduled within one month after arrival in the JRTC & Fort Polk.
4. Point of contact is CH (COL) VanDyken, 531-7338.

ENCLOSURE 1

Actions Before Arrival Checklist
***All actions must be coordinated with the Unit**

Initial and Date
When Completed

- | | |
|-------|---|
| _____ | 1. Receive notification of sponsor duties. |
| _____ | 2. Obtain all available information locally about the person you are sponsoring, including the DA Form 5434 they completed, if available. |
| _____ | 3. Contact the person through as many of these means as possible. If their DA Form 5434 is not available, then mail, FAX or email them a DA Form 5434 to complete and return. |
| _____ | personal letter (see Enclosure 3). |
| _____ | telephone. |
| _____ | email. |
| _____ | FAX |
| _____ | 4. Send an ACS Welcome Packet of information about the community. (Give this to them immediately upon their arrival if unable to obtain address to mail it.) |
| _____ | 5. Arrange for transportation to pick up the new soldier and family. |
| _____ | 6. Arrange for temporary lodging or barracks room (including linen), as appropriate. |
| _____ | 7. Notify the FRG Leader and Family Support Liaison about the expected newcomer(s). |
| NA | 8. Keep chain of command informed, especially of anticipated problems |

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ENCLOSURE 2

Actions After Arrival Checklist ***All Actions must be coordinated with the Unit**

Initial and Date
When Completed

- | | |
|-------|--|
| _____ | 1. Greet the new soldier and family upon arrival in the community. |
| _____ | 2. Transport them to lodging. |
| _____ | 3. Provide soldier with telephone numbers of key personnel (day of arrival). |
| _____ | 4. Introduce soldier to BOSS Representative (if applicable). |
| _____ | 5. Introduce soldier to barracks Floor Coordinator (if applicable). |
| _____ | 6. New soldier in-brief with commander (within 48 hours of arrival). |
| _____ | 7. New soldier in-brief with 1SG (within 48 hours of arrival). |
| _____ | 8. New soldier in-brief with Chaplain (within one week of arrival). |
| _____ | 9. Schedule for ITC. |
| _____ | 10. Introduce spouse to FRG representative (if applicable). |
| _____ | 11. Introduce spouse to FRL (if applicable). |
| _____ | 12. Introduce spouse to Commander and 1SG (if applicable). |
| _____ | 13. Spouse briefed on Spouses Inprocessing Program (SIPO). |
| _____ | 14. Spouse completed SIPO. |
| _____ | 15. Soldier received 3-day pass for spouse's completion of SIPO. |
| _____ | 16. Schedule for first Welcome Briefing after ITC. |
| _____ | 17. Soldier attended Welcome Briefing. |
| _____ | 18. Spouse attended Welcome Briefing (if applicable). |
| _____ | 19. Soldier received rest of day off when spouse attended Welcome Briefing. |
| N/A | 20. Keep the chain of command informed throughout. |

ENCLOSURE 3

Sample Welcome Letter

NEWCOMER'S NAME:

UNIT:

ADDRESS:

Dear _____:

My name is _____ and I have been selected as your sponsor. I welcome you and your family to Germany and to _____ (unit). My duty when you arrive is to assist you to settle into and orient you to your new surroundings. This letter is a bit lengthy, but I hope it contains some important information that will make your transition as smooth as possible.

Baumholder is located in the southwestern part of Germany near the cities of Trier and Kaiserslautern. The elevation is about 1700 feet and the weather is sometimes a little unpredictable. Summers are usually warm and even hot some days. Winter can be very cold and windy with average first significant snow around Christmas.

There are three elementary schools and a combined Middle/High School in the Baumholder community. Each of the three main housing areas in the community has one of the elementary schools. Naturally, for those who do not live close enough to walk, school bus service is available. For after school and during school vacation, there are a couple of Youth Service Centers in Baumholder that run the usual sports programs like baseball, softball, basketball, soccer, scouting and others.

If you have a family member enrolled in the Exceptional Family Member Program (EFMP), please contact the EFMP office at Army Community Service (ACS) as soon as possible. They will help you with any special arrangements at the schools, for child care or provide information about any special housing or other needs.

In planning your move, here are some things you may want to consider:

a. Your hold baggage should contain those items you need to be comfortable until your household goods arrive. It could include extra clothing, bedding, bath and kitchen items and some toys and games for the kids. If you do not put pots and pans or other small kitchen items in your hold baggage, the local ACS Lending Closet can assist you with those until yours arrives. Keep in mind though that ACS **DOES NOT** have bedding, so please bring some with you.

b. When you sign for housing, it will either have some basic furniture in it, or you can get some delivered shortly. Then later, when your own household goods arrive, you can turn in or keep what government is in the quarters. The quarters are equipped with stoves and refrigerators and you will share access to washers and dryers with the other occupants of your building.

c. The German electrical system operates on 220 volt/50 cycle. This requires use of a transformer for most American appliances and other electrical devices that operate on 110/60. Most American appliances operate just fine using a transformer, with the exception of things like a clock, which will not keep correct time even when using a transformer. Some housing does have both voltages. You can find transformers at the thrift shop and at many yard sales on post. They can be expensive, depending on how new they are. New ones can range from approximately \$50.00 to \$300.00, depending on wattage, so check around before buying new ones. ACS will loan you one for 30 days after your arrival.

d. If you ship a POV, it can take 45-60 days to arrive here. That will give you time to obtain a USAREUR driver's license and obtain insurance for your car. It is best if you have a stateside driver's license before coming here. It makes getting your USAREUR license a lot easier. German law requires use of seat belts and child safety seats. Children up to age 12 must sit in the back seat of a car and depending on age, must also use child safety seats. ACS will lend you child safety seats until yours arrive.

I hope this information is helpful. If you would please fill out the enclosed DA Form 5434 and return it to me, I may be able to supply even more information and help to you. You can obtain additional information about Baumholder from your local ACS SITES program. Also, if you have Internet capability, Baumholder has its own web site at www.baumholder.army.mil.

As soon as possible, please provide me information about your travel plans so I can make necessary arrangements. Don't forget to include information on any pets you are bringing.

Please do not hesitate to call me at home or work, write or email me. I will do my best to get you whatever information you need. Here are my phone numbers and addresses.

Home phone: 011-49-6783-XXXX

Work phone: _____

Mailing address: _____

email address: _____

Again, welcome. I look forward to meeting you. Have a great trip.

Sincerely,

(Your name)

***NOTE:** This is just a sample to help get you started. There are many other ways to do it, other things to say and much more information to provide. Also, if you discover the newcomer is married and has children old enough to read and write, you may want to consider having a spouse from the Family Readiness Group write to the new spouse and find a child to write to the children. Just remember, **be truthful, but positive.**